


U.S. DEPARTMENT OF COMMERCE <b>PROCUREMENT REQUEST</b> Requisitioner fills in only unshaded blocks		1. INVOICE ADDRESS				A. REQUISITION NUMBER:					
						B. READY REQUISITION DATE:					
2 RECEIVING OFFICE NO.		3 REFERENCE CONTRACT NUMBER		4 ORDER DATE	5 SOURCE	6 PURCHASE DELIVERY ORDER NUMBER		7 SUB.	C. SF-281		
D. CHECK ONE PURCHASE ORDER DELIVERY ORDER IMPREST FUND CONTRACT OTHER		8. TO: (Seller)				9. SHIP TO: (Use Bldg/Room No.--see Reverse for Format)					
											
10. 1099 TAX		11. EMPLOYER IDENTIFICATION NUMBER (EIN)				E. REQUISITIONER CONTACT PERSON:		TELEPHONE NO.			
12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION (Double Space Between Items)				15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE (If Known)	20 ESTIMATED AMOUNT
21. F.O.B. POINT				22. DISCOUNT TERMS			23. PROMPT PAYMENT		Sub-Total (This Page)		24.
F. REQUEST DELIVERY BY:		25. DELIVERY DATE:		26. SHIP VIA			27. ESTIMATED FREIGHT		TOTAL		28.
I certify that funds are available and that the above items are necessary for use in the public service.				29 ACC. LINE	30 BUREAU CODE	31. ACCOUNTING CLASSIFICATION				32 DISTRIBUTION	33 AMOUNT
G. TITLE OF REQUEST AUTHORIZING OFFICIAL		TELEPHONE									
SIGNATURE		DATE									
TITLE OF REQUESTER		TELEPHONE									
SIGNATURE		DATE									
H. CLEARANCES AND REMARKS											